

EV RELEASE Letters to Property Owners for Evidence Release

A. SCOPE

When personal property that was entered as evidence is released, the Evidence Technicians must notify the property owners. The property owner information should be provided by the authorizing person on the Dispo Request Report.

B. PROCEDURE

B.1 In Evidence Main Menu select the Update Evidence Dispo Icon.

B.2 Enter *Agency* code 53.

B.3 Enter *Case Number*.

B.4 Select the *RUN* icon.

B.5 In the *Name* field enter the name of the person that authorized the release.

B.6 Enter the disposition code 14 in the last field on the right of the control number(s) to be dispositional.

B.7 Click on the *Letter* icon.

Document ID	Revision	Approval	Date Published
4060	7	Evidence Supervisor	7/8/2016 10:33:24 AM

- B.8 Enter the Name of the Owner.
- If an Inmate, list the prison then the inmate name and ID number.
- B.9 Enter the address.
- B.10 Click on the check mark to the right of the items to appear on the letter being created.
- B.11 The white box to the left of the check mark will populate for the items selected.
- B.12 Select *PRINT* twice to print a letter for the file and one to mail.
- B.13 Select *CLOSE* if only one person on that case is receiving a letter.
- B.14 If more than one person is receiving a letter select the *NEW* icon and a clean address field will appear. Repeat steps B.8 through B.14.
- B.15 Select *CLOSE* when done creating letters for that case.
- B.16 Attach one copy to the Disposition sheet.
- B.17 Verify that piece of evidence exists (physically look at the item).
- B.18 Write the shelf location next to control number once verified.
- B.19 Send one letter via certified mail.
- B.20 Attach the certified mail receipt to a copy of the letter.
- B.21 Attach the disposition paper work to a copy of the letter until the disposition of all items in the case is complete.
- B.22 File the letter under the last name in the accordion file on the table.
- B.23 When the owner calls, setup an appointment for pickup at the Sheriff's Office Front Desk.
- B.23.1 If the item to be released is a handgun / long gun refer the owner to Detective Leblanc to schedule the release of the weapon.
- B.23.2 If the owner is sending a representative they must have a notarized letter stating the name of the person authorized to retrieve the property.
- B.24 Verify the Driver's license or Identification of the property owner or authorized representative.
- B.25 If the evidence hasn't been claimed, one month after the date the letter was signed for (check the certified mail receipt), dispose of the evidence by following the instructions "[To Dispose of Released Evidence](#)".

C. UNCLAIMED/UNDELIVERABLE LETTERS

- C.1 If a letter to a property owner is returned unclaimed or undeliverable pull the duplicate letter out of the accordion file.
- C.2 If there is a forwarding address on the envelope update the information in LIMS and send another letter to the new address. Follow the procedure above B1-B25.

Document ID	Revision	Approval	Date Published
4060	7	Evidence Supervisor	7/8/2016 10:33:24 AM

C.3 If there is no forwarding address, select *Permanent Release* from the *Evidence Main Menu*.

Permanent Release

Agency: [dropdown] Case Number: [text box] [Select Controls] [CLOSE]

Release To Release ID Release Date Clerk Dis Code

[text box] [text box] 7/11/2011 10:36:00 AM [dropdown] 0

Barcode Control Number Description

[text box] [text box] [text area]

- C.4 In the *Release To* field enter "Dispose".
- C.5 In the *Release ID* field enter "Ltr Unclaim" or "Prop unclaimed".
- C.6 Enter the original disposition code 14 in the *Dispo Code* field.
- C.7 Enter the *Control Number (s)* for the items to be disposed of.
- C.8 Select the *Close* icon.
- C.9 Permanent release prints out.
- C.10 Pull the evidence from the listed shelf location.
- C.11 Follow the procedure for dispose/destroy evidence.

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4060	7	Evidence Supervisor	7/8/2016 10:33:24 AM